

TITLE: Senior Personnel Analyst

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DEPARTMENT: Human ResourcesREPORTS TO: Human Resources DirectorSUPERVISES: Personnel Analysts and other support staff, as assignedDEFINITION:

Manages a complete functional HR area (or multiple HR areas); Performs a wide variety of Human Resource analytical work at the advanced professional level requiring independent thought and judgment; provides complete and accurate advice and information to employees, supervisors and managers on the full range of human resources management policies and practices; supervises assigned staff, as necessary.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from the Personnel Analyst in that it provides direct management supervision over two or more personnel and/or has direct management responsibility over multiple HR functional areas which have a city-wide programmatic impact. At the senior level, the incumbents are expected to work independently and to perform and manage the more complex assignments. They are expected to be relied upon by decision makers in conducting thorough and complete analyses and research, including laying out viable alternatives.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Manages and coordinates the activities of other HR staff in assigned areas of responsibility; plans, organizes and oversees the workload and assignments of assigned staff. Conducts performance evaluations and initiates and implements disciplinary actions, as warranted. Provides training and motivation to make full use of individual staff capabilities.

Determines priorities for system improvements on an on-going basis and assists in preparing and monitoring sections of the departmental program to assure progress towards departmental goals and objectives.

Works closely and collaboratively with other HR and City staff to develop strategies, plan activities, coordinate efforts and resolve issues and problems proactively and constructively.

Provides liaison and support to all City departments and agencies regarding the full range of human resources practices, policies and issues.

Meets with City staff to assess general and specific Human Resource needs; discusses characteristics and/or circumstances surrounding recruitment/selection and staffing, classification, compensation, employee benefits, employee relations and/or organizational development and/or training requests.

Interprets and provides advice, counsel and assistance regarding the full range of personnel rules, regulations and policies; researches and assesses impacts of new laws and/or court rulings with regard to personnel policies and practices; answers questions from employees, supervisors, and managers regarding a wide variety of human resources or personnel policies, practices and procedures.

Conducts the more complex studies on subjects related to human resources; conducts research, analyzes findings and prepares reports based on findings; may assist in the collective bargaining process, as needed.

Coordinates the work of outside contractors and/or consultants, as necessary.

OTHER JOB FUNCTIONS:

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. May be exposed to varying weather conditions, equipment or noise when conducting tests or auditing jobs. May be required to lift equipment and supplies ranging in weight from 10-40 lbs.

QUALIFICATIONS:

Knowledge of:

- Principles, practices, and methods of modern personnel administration in the public sector.
- Federal, state and local laws, rules, regulations and court ruling affecting public sector personnel administration.
- Governmental functions and activities, especially local government.
- Analytical procedures and techniques.
- Computer applications and uses for personnel administration activities.
- Training & development principles & practices, & techniques.
- Supervision skills including coordination of multiple work tasks and projects.

Ability to:

- Effectively manage and/or supervise the work of others in the workgroup or that of outside contractors/consultants.
- Think conceptually, analyze data and draw conclusions.
- Apply rules, regulations and policies to particular personnel situations.
- Write clear and concise reports, memoranda and other correspondence.
- Use computers and software applications for personnel purposes.

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- Establish and maintain effective working relationships with other employees, supervisors and managers, and representatives of labor unions and other governmental and community agencies.
- Communicate effectively, both orally and in writing.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree with major coursework in public business administration or related field, and five years of professional experience in public sector personnel or related work.

Licenses, Certificates, and Other Requirements:

None

Approved: 10/1994

Revised:

Union Code: NR

FLSA Status: EX